



St. Thomas College, Kozhencherry

POLICY DOCUMENTS

Internal Quality Assurance Cell



St. Thomas College, Kozhencherry-689641



POLICY DOCUMENTS

Internal Quality Assurance Cell

ST. THOMAS COLLEGE
KOZHENCHERRY-689641
2021 JUNE

Contents

ACADEMIC POLICY	2
ADMINISTRATION	5
ANTI-RAGGING	6
DIVYANGJAN	8
EXAMINATION	9
E-GOVERNANCE	12
EXTENSION ACTIVITIES	14
FINANCIAL MANAGEMENT AND RESOURCE MOBILISATION	15
FINANCIAL SUPPORT TO ATTEND CONFERENCES/ WORKSHOPS AND MEMBERSHIP FEES OF PROFESSIONAL BODIES TO THE TEACHERS	17
ENVIRONMENT AND SUSTAINABILITY	18
INFRASTRUCTURE FACILITIES: UTILISATION AND MAINTENANCE	20
INTERNAL COMPLAINTS COMMITTEE	22
QUALITY	24
RESEARCH POLICY	26
STUDENTS' ACTIVITIES	28
STUDENTS' GRIEVANCE REDRESSAL	29

ACADEMIC POLICY

St Thomas College, Kozhencherry has been envisioned as a place to learn with academic prospects to grow and impact generations of students seminally. The academic policy of the institution, formulated to assure quality education, comprises the promotion and implementation of various programmes offered by the affiliated University in an effective manner. The institution proposes to address the requirement of the community at large by introducing new programmes and enrichment courses in tune with the need of the times. Measures shall be taken to ensure a safe and conducive ambience for nurturing academic acumen, extracurricular talents, holistic development, and social responsibility. The institution shall strictly follow the directives of the affiliated University in all academic matters on admission, attendance, fees, examination and evaluation.

Admission

- The admission procedure aims to comply with the regulations of the affiliated University, State Government and UGC.
- Measures to ensure transparency, equity, and inclusiveness in the admission process is adopted.
- The institution intends to adhere absolutely to the reservation policies of the State and Central Governments for admission procedures, as adopted and prescribed by the affiliated University.
- In addition to the merit and reservation seats, admissions to Community and Management quota are also operated transparently.

Curriculum Design and Implementation

As an affiliated college, the institution creatively partakes in the design and development of the curriculum.

- The institution meticulously follows and implements the curriculum designed by the affiliated University for all its programmes.
- It is the prime responsibility of the institution to contribute to the curriculum development initiated by the State Higher Education Council and affiliated University by whole-heartedly promoting and supporting the responsible participation of the faculty in various academic decision-making bodies like the Academic Council, Senate, Board of Studies, and Board of Examiners.
- The faculty requires to be encouraged to participate in Curriculum Development Workshops, Syllabus Restructuring Committees and other similar bodies intended to augment the involvement of teachers in curriculum development and execution.
- The institution is also committed to the design and conduct of certificate courses that will provide an additional advantage to the students to acquire and practise knowledge and skills that will empower them to be responsible citizens with a humanitarian outlook in real-life situations.
- Value-added courses are offered by the Departments to enhance the diversified skills of the students and empower them to suit the professional and individual requirements in the competitive world around them.
- Students are also motivated to join the MOOC platforms for learning heterogeneous courses offered by leading Universities across the globe.
- The regular activities of the Subject Associations and Clubs/Forums are envisaged as platforms for enriching the social experience of the students and refining their holistic development.

Planning and Implementation

- As an affiliated college, the institution compulsorily follows the academic schedule of the University regarding the commencement and conclusion of classes, the conduct of examinations, the evaluation process, and the publication of results.
- Institutional planning for the academic year commences with preparing the Academic Calendar in pact with the academic calendar of the University. Before the commencement of the academic year, the Staff Council shall be convened for quality appraisal of the activities of the previous year and for planning and implementing quality enhancement programmes for the imminent year. The IQAC and the Staff Council, after comprehensive deliberations, shall chart out programmes.
- Department programmes are chalked out at the Department level in consultation with the IQAC.
- The respective bodies prepare the activities of the Clubs and Forums in accordance with the general guidelines given by the IQAC and the Staff Council.
- The programmes chalked out are implemented at the micro-level by the Departments, Associations, and Student Forums.
- The Academic Calendar is meticulously drafted by the Staff Council in tune with the Calendar of the University. It includes the commencement of the academic year, dates of internal examinations, observation of various days of national and social importance, holidays etc.
- The Academic Calendar is included in the Academic Handbook of the institution, which shall be distributed to all the students and published on the college website. The Academic Calendar is revised or modified, if necessary, in consultation with the Staff Council.
- Planning and time-bound implementation of curriculum delivery and evaluation process are carried out at the department level. Each Department drafts a teaching plan and time frame for the respective semesters to ensure the effective transaction of the curriculum. Work allotment at the commencement of the year enables micro-level planning for each teacher to expedite the productive teaching-learning process.

Teaching-Learning

- The institution is devoted to providing a student-centric learning environment with singular attention to slow learners.
- At the commencement of each programme and course, the respective outcomes are explained to the students. A bridge course is given at the commencement of each programme to fill the lacunae in academic exposure.
- Slow learners are identified, and supplementary remedial programmes are designed and implemented to ensure inclusive learning.
- Tutorial and mentoring practices cater to the emotional and academic needs of the students.
- The institution encourages students and teachers to adopt ICT-based, participatory teaching and learning processes. Training is given to the students to familiarise them with modern technologies for optimum learning.
- Faculty Development Programmes are organised to equip the teachers with the altering trends in the teaching-learning process.
- Conventional lecture method is blended with current technology to facilitate student-centric learning.
- National and international seminars are organised to expose the students to the expanding horizons of knowledge. Invited lectures by seasoned scholars augment the acumen of the faculty and students.
- Industrial visits, field surveys, seminars and assignments also form part of the academic culture of the institution.
- Regular PTA meetings ensure parental support to monitor learner performance. PTA meetings analyse the individual as well as the collective performance of the students, and measures are taken on the recommendations for improvement.

- The Heads of Departments and the Principal monitor the progress of curriculum delivery. The Departments execute a micro-level appraisal. The Staff Council and the IQAC monitor the comprehensive performance of the institution and offer valid suggestions for improvement.
- Feedback from stakeholders regarding curriculum and pedagogy offers a platform to critique the teaching-learning process. It enables recommendations for the revision of the syllabus and quality enhancement of the institution.
- The institution is steadfast in its policy of transparent, impartial and judicious selection of faculty, which forms the backbone of higher education institutions. The selection of candidates with due weightage for academic excellence, research calibre, and managerial potential, in compliance with government and UGC stipulations, ensures quality sustenance and enhancement.

ADMINISTRATION

Established and owned by Mar Thoma Syrian Church of Malabar, St Thomas College is administered by the Governing Council through the Principal. All matters related to academics and administration comply with the regulations of the University, the State, and the UGC.

For operational efficiency, the Principal is aided by the Staff Council, and a system of decentralisation is implemented with the Department Councils taking decisions for the quotidian activities of the Departments.

- Complete transparency is ensured at every level.
- Inclusive policy is the hallmark of the institution.
- Stakeholder-friendly administrative mechanism is implemented.

ANTI-RAGGING

The institution has zero tolerance towards ragging on its premises, including Departments, classrooms, hostels, canteen, library, laboratories, sports area etc., whether located within the campus or outside, and in all means of transportation of students (public or private).

Objectives

- Eradicate ragging of any kind from the premises of the college.
- Take action against all who indulge in ragging and/or are abetting ragging as per UGC regulations and Kerala Ragging Prohibition Act 1998.

Definition of Ragging

Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background (UGC Regulation dtd. 29 June 2016, clause 1.3(i)).

Procedure

- The institution strictly observes the regulations of the Central Government, State Government, and the UGC to curb the menace of ragging.
- The Anti-ragging Cell shall take all precautionary measures to prevent any discomfiture to the students, especially at the commencement of first-year classes.
- The Anti-ragging Cell will organise sensitisation programmes for first-year students against all sorts of harassment at the commencement of their programmes
- Conduct awareness programmes for all senior students to alert them against ragging and ensure a safe and friendly campus for the new students.
- Class tutors will be vigilant to ensure the safety of their students and initiate necessary steps to support them with counselling, if required.
- UGC regulations regarding the menace of ragging, Kerala Ragging Prohibition Act are included in the Academic Handbook.
- Anti-ragging posters will be displayed in key areas of the campus.
- An offence of ragging may be charged either on a written complaint by the affected or on an independent finding by the Anti-ragging Cell when a situation arises.
- Depending on the nature and gravity of the offence, the Committee shall decide the nature of punishment after an enquiry.
- The College shall take disciplinary action including suspension, cancellation of admission, expulsion from the institution, or any mode recommended by the Committee against those found guilty of ragging and/or abetting ragging.
- The burden of proof shall hereby lie on the perpetrator of alleged ragging and not on the victim.

Registration of Complaint

Victims of any ragging can register their complaints with the Principal or the Convener of the Anti-ragging Cell. Students in distress can also contact the National Anti-ragging Helpline at 1800- 180-5522 (24x7 Toll-Free) or email the Anti-ragging helpline at helpline@antiragging.in

Members of the Anti-Ragging Cell

Convener

All Heads of Departments

CI & SI of Police

NCC Officer

NSS Officers

Women's Cell President & Secretary

Teacher-in-charge of the College hostel

DIVYANGJAN

The College provides Divyangjan students equal opportunities for accessing all the facilities available on the campus. Meticulous care is taken to make the academic environment more conducive for differently abled students.

- Classrooms and examination rooms for the differently abled are arranged at places accessible and convenient for them.
- The service of scribes and additional time for physically challenged students for examinations are provided as per Government and University rules.
- Ramps are provided for easy access to all the buildings on the campus.
- Necessary arrangements and resources for the visually challenged are made available in the college library.
- Disabled-friendly toilet facilities are also available.
- Wheelchair facility is available.

EXAMINATION

As a college affiliated with Mahatma Gandhi University, St Thomas College follows the rules and regulations laid down by the University and the State, the regulating authorities, for the conduct of examinations and the evaluation process.

Awareness Initiatives

The evaluation process is detailed and updated in the College Handbook to ensure awareness among the stakeholders of the steps involved. Besides, parents and students are informed of all the steps involved in the evaluation process at the commencement of the first semester classes by the CBCSS Coordinator, the Heads of the respective Departments and the class teachers, and at the PTA meetings which are regularly convened in the College.

Evaluation of Undergraduate Programmes

As per University regulations, the evaluation of the academic performance of a student in each course in a programme consists of two parts: Internal or In-Semester Assessment and External or End-Semester Assessment and a Viva-voce at the end of the programme. The internal to external ratio is 1:4. For all courses, grades are given on a 7-point scale based on the total percentage of marks.

A separate minimum of 30% marks each for internal and external (for both theory and practical) and an aggregate minimum of 35% are required for a pass in a course. For a pass in a programme, a separate minimum of grade D is required for all the individual courses. If a candidate secures F grade for any one of the courses offered in a Semester/Programme, only F grade will be awarded for that Semester/Programme until he/she improves this to D grade or above within the permitted period. Students who complete the programme with D grade in the Mahatma Gandhi University will have one betterment chance within 12 months, immediately after the publication of the result of the whole programme. External examinations will be conducted directly by the University. The practical examinations (external/internal) will be conducted only at the end of even semesters for all programmes.

Attendance, assignment/seminar/viva, and two test papers form the components of internal evaluation of theory papers. Attendance, test papers and record form the components of internal evaluation of practical papers. For the internal evaluation of the project, punctuality, experimentation/data collection, knowledge and report form the components. Two internal test papers are conducted in a semester by the Internal Examination Committee. The timetable is published at least two weeks before the exams, and the question papers are also prepared with meticulous care. The exams are conducted efficiently.

After the internal examinations, the Internal Examination Committee distributes the papers to the respective Departments for valuation. After evaluation by teachers within the stipulated time, the answer sheets are returned to the students for scrutiny and complaints. Complaints, if any, are redressed, and the final mark list will be published. Evaluated answer sheets and the original mark lists of both these examinations will be kept in the Departments concerned. A copy of the mark lists will be given to the Internal Examination Committee. Students who fail to attend the internal examinations due to any valid reason are given a supplementary chance by the departments concerned. The Heads of Departments ensure the time-bound evaluation of answer scripts and preparation of mark sheets.

A consolidated evaluation record, including all components of the internal assessment, will be published on the Department notice boards. Grievances, if any, will be redressed before forwarding the consolidated form to the Principal, who in turn will verify the reports with the assistance of the Internal Marks Verification Committee before forwarding the final mark lists to the University.

Evaluation of Postgraduate Programmes

As per University norms, the evaluation scheme for each course shall contain two parts: End Semester Evaluation/External Evaluation and Continuous Evaluation/Internal Evaluation. The internal to external ratio is 1:3. Both external evaluation and internal evaluation shall be carried out using a direct grading system. This direct grading shall be based on 6 letter grades (A+, A, B, C, D and E) with numerical values of 5, 4, 3, 2, 1 and 0 respectively. There is no separate minimum grade point for internal examination. A minimum C grade is required for a pass in an external evaluation, and a minimum C grade is required for a pass in a course. Improvement of a course can be made for the first and second semesters. A one-time betterment programme of the University also can be used.

Assignment, seminar and test papers (best two) form the components for internal evaluation of theory papers. Written/lab test, lab involvement and record, and viva form the components for internal evaluation of practical papers. For the internal evaluation of the project, written/lab test, the relevance of the topic and analysis, project component and presentation, and the project viva form the components. A comprehensive viva-voce is also conducted at the end of the programme. End Semester examinations shall normally be conducted at the end of each semester. Practical examinations shall be conducted by the University at the end of each semester or the end of even semesters as prescribed in the syllabus of the particular programme.

Internal assessment test papers for all programmes are conducted directly by the respective Departments. The Heads of Departments ensure that all the internal tests are conducted on time, papers evaluated and returned to students, mark sheets prepared and published, and grievances redressed, if any, before forwarding the same to the Internal Marks Verification Committee who will verify the same and forward it to the Principal for final confirmation and submission to the University.

Evaluation of Research Programmes

Students admitted to Ph.D. Programme are required to undertake a Course Work comprising of four papers (Course I, Course II, Course III and Course IV) for a period of six months. All the candidates are required to qualify for the Course Work examination to complete the process of registration. The evaluation of the Research Programme comprises both external and internal assessments. The University will conduct the external examination for Courses 1 and 2. The external examination for Courses 4 and 5 are conducted by the respective Departments or Centres. The internal examination comprises of assignments, seminars and half-yearly presentations.

Steps to Ensure Transparency of the Evaluation Process

The internal assessment grade awarded to the students in each course in a semester is published on the notice board of the respective Departments at least one week before the commencement of the external examination, and grievances, if any, are redressed before forwarding the same to the University through the Principal. A copy of the academic record will be maintained in the college for verification for one year after the student completes the programme.

Grievance Redressal Mechanism

The college follows the system charted out by the University to ensure transparency and justice. In order to address the grievance of students regarding internal assessment, a three-level grievance redressal mechanism consisting of Department level, College level and University level is envisaged:

Department Level: The Department level chaired by the Head of the Department, Department Coordinator, and Teacher-in-charge as members.

College level: A Committee with the Principal as Chairman, College Coordinator, Head of the Department concerned and Department Coordinator as members.

University Level: A Committee constituted by the Vice-Chancellor as Chairman, Pro-Vice-Chancellor, Convener of Syndicate Standing Committee on Students Discipline and Welfare, Chairman, Board of Examinations as members and the Controller of Examination as member-secretary.

A student can approach the upper level only if the grievance is not addressed at the lower level.

Monitoring and Performance Audit

The Internal Examination Committee ensures the meticulous conduct of the internal examinations, and the Heads of Departments confirm that all assessments are completed and mark sheets prepared and published on time. The Principal checks the Continuous Internal Evaluation (CIE) reports on each

student prepared by the various departments and checked by the Internal Marks Verification Committee before forwarding them to the University. Detailed audits are done both at the college level and at the Department level after each assessment and collective measures are taken to improve the performance. The regular departmental meetings and meetings of the Heads of Departments and the IQAC make sure that the exam calendar is adhered to.

E-GOVERNANCE

Electronic governance or e-governance refers to the practice of Information and Communication Technology by the institution to facilitate its services, transaction of information, and coordination of various activities. The institution is committed to the development of e-infrastructure requirements by reinforcement of hardware and application of software facilities to ensure competence. The institution strives to implement e-governance in all governance components like accounts, admission, administration, teaching-learning, internal examination, library etc. The policy is designed and framed to ensure transparency, accountability and efficiency in all its operations.

Objectives

- To implement E-governance in all operations of the institution
- To provide a transparent and efficient system of governance within the institution.
- To promote a paperless administrative culture in the college
- To make the campus Wi-Fi enabled
- To establish a fully automated Library

Procedure

St Thomas College has initiated the process of implementing a Management Information System (MIS) named EDUCLOUD 360°, which can be customised according to institutional needs. The institution has implemented E-governance in the following areas:

- Website: www.stthomascollege.info, the website of the institution acts as a platform for global visibility by showcasing necessary information regarding all major activities, programmes offered and achievements. A Website Committee operates the administration of the college website. The complete profile of the college is provided on the website.
- Student Admission: Admission to all Undergraduate and Postgraduate programmes is operated online through CAP of Mahatma Gandhi University, which ensures transparency.
- Attendance: The attendance of students is currently collected and processed using EDUCLOUD 360° software.
- Library: The library is automated to facilitate optimum use of its facilities for educational purposes using Koha: Library database software. E-learning resources like INFLIBNET are subscribed to avail access to global knowledge production.
- Examination: The institution follows the e-governance policy of the affiliated University in all matters related to the examination. As per directions from the University, the hall tickets and question papers of all end-semester examinations are accessed online, printed and distributed at the time of examination. All internal assessment marks are submitted online at the end of each semester. Internal Examination Committee manages the conduct of internal examinations using a customised online procedure.
- Digital literacy: The institution is committed to provide digital literacy to all students through the Common Computer Facility (CCF) centre.
- Administration: The institution is determined to implement an effective Management Information System to maintain a hassle-free and convenient administrative database to manage all its opera-

tions. Necessary technological support is provided to offer all possible services online. Adequate training is ensured to keep all administrative as well as teaching faculty abreast of new technologies.

- Accounts: The institution is in the process of operating all accounts online. Public Financial Management System (PFMS) is used to manage funds received from the Government, UGC, CSIR etc. Salary processing is managed through SPARK as directed by the State government.
- A system administrator is appointed to handle the technical issues related to digitalised operations of the college.
- G-suite Learning Management System has been used for teaching-learning efficiently. Digital Learning Management System customised in the open-source platform Moodle is made possible through Digicol, a project promoted by Kerala State Higher Education Council. Faculty Training Programmes are organised to equip teachers to manage the LMS efficiently.

EXTENSION ACTIVITIES

The institution is committed to undertaking extension activities which offer a platform to connect students to the community and to instil a sense of social responsibility among the students.

- All the extension activities organised by the College through NSS, NCC, Departments, Clubs/Forums are coordinated under the community development project of the institution named *Aardram*.
- All Departments are expected to undertake community development programmes independently or in collaboration with government or non-government organisations with the approval of the Head of the Institution.
- The institution is committed to extending a helping hand to the neighbouring communities focusing on women's empowerment and education.

FINANCIAL MANAGEMENT AND RESOURCE MOBILISATION

St Thomas College, Kozhencherry has a transparent system for mobilising, managing, and utilising financial resources to provide the maximal resources to meet the requirements to maintain it as a learning centre of excellence with all requisite amenities and infrastructure. The Governing Council, the apex body of the college, monitors the financial management and ensures transparency and accountability of its resources. In addition to the grant-in-aid received from the government as salary to employees in the aided stream, PD accounts etc., the institution mobilises funds from various sources with the support of its network of Alumni, PTA, Staff and well-wishers.

- The Management promotes every initiative to avail of all favourable Central or State government support and backing from various funding agencies for the development of the institution. The Management provides all supplementary support.
- Financial resources collected from students include the tuition fees collected from the self-financing departments, PTA funds, and hostel fees.
- The involvement of faculty, students, alumni and PTA is ensured while development programmes are launched.
- UGC and RUSA funds are mobilised by availing all opportune possibilities.
- Faculty are encouraged to avail themselves of various funded projects and research incentives offered by government and non-government agencies with the consent of the Principal.
- The institution uses its network to acquire contributions from well-wishers and philanthropists for endowments and development projects.
- The institution encourages Departments to find suitable sponsors for organising seminars, workshops, and cultural programmes.
- The alumni of the institution, in their individual and collective capacities, are also encouraged to render financial as well as human resource support for various initiatives.
- The planning board manages the UGC funds. A committee is also formulated to deal with RUSA funds. The purchase committee and IQAC also render their roles in resource management.
- The management provides financial support to meet the infrastructure maintenance and development after a pilot study. All maintenance requirements are reported to the Management through the Principal, and appropriate measures are taken.
- The Management renders financial support to conduct seminars, workshops, erudite talks, faculty development programmes, etc.
- Departments are directed to submit their requirements to the Governing Council through the Principal. The Finance Committee, in consultation with the IQAC, analyses the requirements of each unit and budgets the amount required for the implementation of the same, based on a priority in accordance with the mission and vision of the institution.
- The PTA supports the implementation of various programmes organised for student welfare and quality advancement. Financial support is rendered to all departments for conducting seminars, association activities, and the maintenance of digital devices.

- To encourage advanced learners, scholarships are given by PTA to the two highest scorers of each class.
- Annual audits are conducted to ensure transparency and accountability in financial matters. All receipts and expenditures are audited by appropriate bodies assigned by the Government and duly appointed auditors of the Management.

FINANCIAL SUPPORT TO ATTEND CONFERENCES/ WORKSHOPS AND MEMBERSHIP FEES OF PROFES- SIONAL BODIES TO THE TEACHERS

St Thomas College is committed to offering all possible platforms to motivate the faculty to strive for excellence and set higher goals in their career. The management initiates programmes to advance their capacities not only in the teaching and learning process but also in the areas of research.

- The institution provides duty leave for the faculty members to attend conferences and workshops to widen their intellectual perspectives.
- It encourages members of the teaching community to be part of various state, national and international professional bodies.
- To enhance the contribution of the faculty in academic conferences and workshops, the Management affords a part of the registration fee as an incentive to promote paper presentations in national and international seminars /conferences/ workshops.

ENVIRONMENT AND SUSTAINABILITY

Set on an elevated terrain on the banks of the Pamba river, St Thomas College is committed to the protection, preservation and sustainable development of the environment. A clean and green environment has always been the policy of the institution, and concerted and continuous endeavours have been initiated to keep the campus green and eco-friendly.

Objectives

- To create awareness regarding the environmental policy of the institution amongst its stakeholders.
- To promote and undertake pro-active steps towards an eco-friendly campus.
- To foster a culture of responsible consumption to avoid wastage.
- To motivate the youth to conserve, protect, and restore the environment.
- To promote optimum use of alternate energy sources.
- To sensitise the students, staff, and the locality regarding wellness and healthy lifestyle.
- To promote Rainwater Harvesting to encounter water shortage.
- To maximise the use of ICT towards a paperless office.
- To manage effective and efficient waste disposal.
- To maintain the campus as a plastic-free zone.
- To promote organic farming initiatives for a healthier, greener future.
- To do energy and green audits for energy conservation and green expansion.
- To promote the distribution and planting of saplings to sustain a green and healthy environment.

The institution has initiated the following practices as part of its green protocol to promote sustainable, eco-friendly practices on the campus.

Energy Conservation

- The institution is gradually switching over to the use of alternative energy resources to minimise electricity consumption. Solar panels have been installed. Existing energy-consuming tube lights are getting replaced with energy-saving tubes and bulbs.

Rainwater Harvesting

- Rainwater harvesting system, currently used to meet water shortage, is to be augmented.
- Recharging of traditional wells is to be promoted.

Plastic-free Campus

- Drinking water facility is arranged at specific points. Students and staff are encouraged to minimise use of disposable materials.
- Use of non-plastic, eco-friendly, recyclable materials as bags, pencil boxes, files, lunch boxes, purses, banners etc. is encouraged to prevent the accumulation of plastic waste.
- As part of its green protocol, the institution encourages welcoming dignitaries with books, saplings, cloth bags or “upcycled” products.

- Three separate bins to deposit plastic, paper and food waste materials respectively are placed at the strategic points to enable easy waste segregation.
- Students are encouraged to submit assignments online. The use of e-copies of programmes held, notices, and invitation letters is promoted to minimise the use of paper.
- Initiatives to turn bio-degradable waste into compost using vermicomposting are to be completed.

Wellness and Greening Initiatives

- Greening initiatives are adopted systematically. Students are encouraged to plant saplings on the campus, in their home premises and in the neighbouring locale to increase green vegetation.
- Awareness programmes on environmental issues are arranged.
- Awareness programmes on wellness and leading a healthy lifestyle are promoted.
- Butterfly garden and medicinal plant garden have been maintained.
- The clubs and forums are expected to play a decisive role in sensitising the students and the community towards environmental and wellness issues. The students are also given crucial awareness about implementing the green policy.

Efforts for Carbon Neutrality

- Efforts are being made to restrict vehicle entry into the campus. Use of public transportation is encouraged.
- Electronic and electric waste are collected to hand over periodically to scrap dealers to ensure proper recycling.
- Burning of non-biodegradable waste is to be avoided. Incinerators may be used.

The students and the staff of the institution are expected to support the implementation of the environmental policy of the institution in all their activities.

INFRASTRUCTURE FACILITIES: UTILISATION AND MAINTENANCE

- St Thomas College, Kozhencherry ensures appropriate utilisation and time-bound maintenance of academic and infrastructure facilities by cautious and optimal allocation and utilisation of available funds from the Management, PTA and other sources.
- The infrastructure of the college is judiciously utilised by the faculty and students for academic purposes, research, health and fitness, and community service. Optimum utilisation of the resources is promoted. The institution is pleased to share its facilities like football ground, basketball and volleyball courts, and auditorium with the public, neighbouring educational institutions, and Panchayat or other government institutions on prior request, subject to the conditions laid down for the same.
- The college functions as a venue for conducting University examinations for private students and PSC examinations. It also functions as a centre for the collection and distribution of materials and as a counting centre at the time of election to the Panchayat, State Assembly, and Parliament. The office of the centralised valuation camp of Mahatma Gandhi University is functioning in the college. The auditorium and classrooms are used as venues for the centralised valuation camps of University examinations.
- Any student or teacher of the institution may use the facilities provisioned for Sports with the approval of the Department of Physical Education. The gymnasium/physical fitness centre is open to the staff and students to boost their wellness. The Sports hostel available on the campus can accommodate 20 male students a year. The Physical Education Department supervises the utilisation and maintenance of all sports facilities in consultation with experts and with the approval of the Management.
- The laboratories are under the direct supervision of the respective Heads of the Departments, and the careful management of the same ensures lab facilities for each class based on the timetable. Standard Operational Procedure for each lab is strictly adhered to. The Stock Register is regularly updated and verified at the end of each academic year. The maintenance of the laboratories is carried out by ensuring necessary technical support from authorised agencies. Electrically sensitive types of equipment are supported with necessary backup to ensure proper functioning. Advanced machinery is maintained by annual maintenance contract. The lab technicians take care of the upkeep of the lab and its equipment under the supervision of the Heads of Departments.
- The library is housed in a separate building. The Statutory procedure is followed for the purchase of books and maintenance of library facilities. Books are purchased on the recommendations of the Library Committee in consultation with the Departments. Any student of the aided sector can avail of the facilities offered by the library using their identity card. Timely return of library books issued is ensured by levying a nominal fine, and a “no dues” certificate from the library is mandatory for students to obtain their transfer certificate. A proper register of users (students and staff) daily is maintained in the library. INFLIBNET facility is made available to enhance quality research and education. Students and faculty are motivated and trained to use INFLIBNET. The institution is pleased to extend its library facilities for academic or research purposes for anyone on prior request.
- Common Computer Facility Centre, accessible to all the students and staff, is managed in the Golden Jubilee Library Block with the assistance of an instructor appointed for the same under the guidance of a faculty coordinator. In addition, computer labs are functioning in the Departments

of Physics, Mathematics, Botany, Commerce, Statistics and Computer Science. There is also a DIST-sponsored computer lab in the Life Science Block. Each Department is provided with the required computer facilities. Internet facility is ensured in all the Departments. For the regular maintenance of computers, the service of a technician is available. The services of an electrician and mechanic are made available. Solar energy is used as a power backup to meet power requirements in various buildings. Outsourcing is adopted for the maintenance of furniture, electrification, and plumbing.

- Classrooms are allotted as per student strength. The teacher-in-charge of the class or the Head of the Department reports any requirement for maintenance to the Principal.
- The institution offers residential facility for female students in the two hostels. The Management operates the upkeep and maintenance of the hostels with the support of the hostel warden and the Committee of teachers in charge of the hostel.
- Canteen and reprographic facilities are also available on the campus. Ample toilet facilities are available for male, female, gender-neuter and differently-abled students. With the support of the staff appointed for the purpose, cleanliness is ensured.
- The Campus beautification committee supervises the beautification of the campus. With the assistance of the two full-time sweepers, the cleanliness of classrooms and premises is maintained. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping, and maintenance are taken care of. The overall maintenance of hygiene and beautification of the campus is ensured with the cooperation and commitment of the staff, students, and the Management.
- The Management funds and operates all major maintenance work and initiates to avail all available government funds.

INTERNAL COMPLAINTS COMMITTEE

In compliance with the UGC notification, (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations 2015, the existing Cell to Combat Sexual Harassment is re-named as Internal Complaints Committee (ICC) to deal with the issue of gender based violence and to conduct gender sensitization programmes relating to sexual harassment at workplace.

Objectives

- Prevent discrimination and sexual harassment among students and teaching and non-teaching staff.
- Create a campus free of discrimination, harassment, retaliation or sexual assault at all levels.
- Act decisively against all gender-based violence perpetrated against employees and students of all sexes.
- Deal with cases of discrimination and sexual harassment against women in a time-bound manner.
- Ensure support services to the victimised
- Treat sexual harassment as a violation of disciplinary rules.
- Ensure safety and security of the students and employees on the campus.

Definition of the Term Sexual Harassment

It is to be noted that according to the Supreme Court Guidelines and UGC Guidelines Sexual Harassment can be defined as “unwelcome” sexually determined behaviour (whether directly or by implication) as:

- Physical contact and advances
- Demand or request for sexual favours
- Sexually coloured remarks
- Showing pornography
- Other unwelcome physical, verbal or non-verbal conduct of a sexual nature. (Vishaka judgment by Supreme Court)
- Eve-teasing
- Unsavoury remarks
- Jokes causing or likely to cause awkwardness or embarrassment
- Innuendos and taunts
- Gender based insults or sexist remarks
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like
- Touching or brushing against any part of the body and the like
- Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings
- Forcible physical touch or molestation and
- Physical confinement against one’s will and any other act likely to violate one’s privacy.

Procedure

- The Internal Complaints Committee shall comply with the procedure prescribed in the Regulations and Act for making complaint and inquiring into the complaint in a time-bound manner.
- An aggrieved person is required to submit a written complaint to the ICC within a period of three months from the date of misconduct.
- The enquiry has to be completed within the stipulated time from the receipt of the complaint.
- The Inquiry Report with recommendations, if any, will be submitted to the Executive Authority of the College.
- The identities of the aggrieved party, witness or the offender shall be kept confidential during the process of inquiry.

Action against Frivolous Complaint

If the ICC concludes that the allegations made are false, malicious, untrue or forged, the complainant shall be liable to disciplinary action.

Term

The term of the members shall be for a period of three years. However, one third of the members of the ICC may change every year.

Frequency of Meeting

The Committee shall meet as often as may be needed and appropriate.

Members of the Internal Complaints Committee

Convener: An Associate Professor (female)

Faculty (other than HoDs): 2

Non-teaching Staff: 2

Members involved in issues related to the female: 1

Student representative- one each from UG, PG and Research

Fifty per cent of the members should be female.

Registration of Complaints

Complaints can be registered with the Chairman of the Committee or the Principal

QUALITY

St Thomas College is committed to quality sustenance and quality enhancement in its stride towards excellence as a higher education institution oriented to national development. Perseverance for excellence is the hallmark of the institution. The institution has adopted a creative, participatory approach in all its policies to ensure quality education.

- The institution provides a dynamic learning environment conducive to the nurturing of holistic development of a generation of youth with excellent academic acumen and keen sense of social responsibility. The institution aspires to function as a safe and secure facilitating platform to all its students--irrespective of caste, class or gender-- to realise their potential, fashion their goals and achieve them.
- To keep pace with the development across the world, the institution shoulders the responsibility of offering a range of programmes that are in tune with the local demands and emerging global trends. Feedback from stakeholders, consultation with academic experts, and relevance of the programme in the contemporary scenario are considered for initiating new programmes. Sensitive to the global context, the institution fosters requisite competencies in the students by the design and implementation of supplementary enrichment courses.
- The learner-centred modality is adopted to ensure inclusiveness and promotion of learning levels. To keep pace with the emerging trends and demands in the global educational scenario, the institution adopts a conscious effort to exploit the advantages of technological innovation in the teaching learning experience. Students and teachers are motivated to use digital resources to enrich the learning experience. The institution makes conscious effort to provide adequate competence among faculty and students by taking initiatives to provide faculty development and student orientation programmes. Feedback collection and reforms based on the analysis augments effectiveness of the system. The institution follows its quality policy in the recruitment of faculty.
- The institution promotes a research culture by promoting faculty and students to undertake research projects beneficial to the community and by recognising their achievements. The institution provides administrative support and provision of existing space and infrastructure facilities for undertaking research projects. In order to encourage Research publication for knowledge-sharing, the institution publishes a biannual, peer-reviewed, interdisciplinary research journal, *REYONO journal of interdisciplinary studies*. The institution also organises seminars or workshops on Intellectual Property Rights.
- The institution is committed to inculcate social responsibility in the students by extending opportunities for active participation in the community-oriented programmes of the institution. The Departments and the clubs/forums sensitise the students to the social issues and contexts and offer platforms to reach out to the community. All extension activities are coordinated under the umbrella of *Aardram*, the institutional cell for community service.
- The institution practises gender equity and facilitates the differently-abled. It adopts environment-friendly practices, and follows energy conservation and rainwater harvesting.
- The institution maintains and augments infrastructural facilities to provide state-of-the-art learning experience. Facilities for curricular and extracurricular activities are developed in a phased manner to ensure a conducive learning environment.
- The institution has developed an internal academic and administrative auditing mechanism for quality appraisal and assurance. Programmes are organised to upgrade the professional competence

of the staff. They are encouraged to continuously advance their skills for individual as well as institutional quality enhancement.

- The IQAC monitors, reviews and initiates necessary arrangements to establish, maintain and enhance quality systems and procedures. The governing body of the institution implements relevant recommendations for quality improvement in an egalitarian and efficient manner, availing all financial resources. Periodic review of quality policies ensures quality academic ambience on par with the parameters for academic excellence in higher education.
- Performance appraisal of the institution on meticulously designed modules applicable to various sections of the college including the faculty, students, and non-teaching staff are carried out annually for quality enhancement. It is operated in a confidential manner and the findings are communicated to the parties concerned without delay.

RESEARCH POLICY

Promotion of research is one of the key functions of any institute that strives for excellence in the field of higher education. St. Thomas College is devoted to guarantee knowledge development and dissemination by promoting a vibrant and robust research culture that encourages the faculty and students to undertake research projects beneficial to the community. It also aims to ensure that the research activities of the college conform to the rules and regulations of the affiliated University, State, and University Grants Commission regarding established standards and norms relating to safe, secure and ethical conduct of research.

Objectives

- To foster robust research culture among students and faculty.
- To provide a general framework for research activities.
- To encourage research in relevant areas beneficial to the community.
- To provide assistance for availing various schemes for carrying out research.
- To create, collaborate, and coordinate a research network.
- To promote development and dissemination of knowledge content.
- To provide a congenial atmosphere to pursue research.
- To ensure quality, integrity and ethics in research.

Procedure

- The institution fosters active research participation of students and faculty by providing infrastructure and administrative support.
- In order to generate a vibrant culture of research among faculty and inculcate research aptitude among the students following committees/advisory boards are functioning in the college:
 1. To facilitate research culture the institution has a **research advisory committee** comprising the Head of the Institution, three senior faculty with research degrees and an external expert nominated by the Principal. It reviews and recommends the research proposals for funding agencies. It also monitors the progress of the research process of the approved projects.
 2. **The Research Monitoring Cell** supports and monitors the functioning of all the Research Departments of the institution. It comprises the Principal, Research Coordinator of the institution, Heads, Research Coordinators of the Research Departments. For each Research Department there will be a committee consisting of the Research Supervisors in the Department, a Research Coordinator who is a research supervisor from the faculty of the Department, and external examiners for the evaluation of half-yearly presentation.
 3. **Multidisciplinary Research Centre** is registered under the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955.
 4. **Research Forum** is a collective of students who intend to engage in research in future. Students to the forum are selected on the basis of their academic merit and aptitude in research. The forum provides guidance and orientation in research methodology.

- The institution encourages all postgraduate departments which are not approved as research centres to be elevated as research departments.
- Teachers without research degree are motivated to pursue research in emerging areas of research leading to Ph.D., and those with research experience are motivated to become research supervisors and/or undertake post-doctoral projects.
- Each Department is expected to promote research culture by conducting regular programmes on research related topics including research ethics, methodology, plagiarism and intellectual property rights.
- Financial support is rendered to organize national/international workshops and seminars.
- Faculty and students are provided opportunities to participate and/or present research papers in various workshops, seminars and conferences.
- The institution commends the achievement of its faculty and students in different disciplines by honouring them on the Commemoration Day of the institution every year.
- The institution encourages collaborative research work by establishing linkages with other institutions with the consent of the Head of the institution.
- The institution supports faculty and students to avail themselves of the services of funding agencies like SERB, DBT, DST, ICSSR, UGC and other such authorised establishments and Non-Governmental Organisations.
- Publication and sharing of research outcome by students and faculty are encouraged for individual and institutional quality enhancement. Faculty and students are expected to publish their research papers with institutional affiliation and follow publication ethics.
- The institution strives to establish a conducive research environment by upgrading existing research facilities in keeping with the demands of the times to generate and disseminate new avenues in knowledge.

Code of Ethics for Research

- All students and faculty pursuing research in the college are required to adhere to and promote integrity, accountability, impartiality, respect for persons and communities, and professionalism in their research engagements.
- Affiliated to Mahatma Gandhi University, Kottayam, the college follows the regulations of the University and the UGC regarding plagiarism and malpractice in research.
- A Ph. D. thesis submitted from the institution requires to meet the standards of compulsory screening by Mahatma Gandhi University for plagiarism.
- The research supervisors and research scholars (faculty/students) are expected to ensure that the projects or topics undertaken are relevant and do not violate the research ethics or the mission and vision of the institution.
- Each research paper presented or published by faculty or student should have the institutional affiliation.

Best Research Paper Publication Award

St Thomas College Kozhencherry is committed to the promotion of research and the dissemination of knowledge for the benefit of the academia. With five research centres and a considerable number of faculty with research experience, the institution has decided to promote publication of research papers by instituting a Best Research Paper Publication Award for the faculty of the institution. The IQAC has the right to formulate (and modify as per emerging trends) specific criteria to ensure a fair and transparent selection of research article for the award.

STUDENTS' ACTIVITIES

St. Thomas College is committed to its vision of fostering academic excellence, moral integrity and social commitment. All opportunities are provided to ensure the holistic development of the students as responsible citizens.

- The institution adheres to the norms and regulations of UGC, State Government, Mahatma Gandhi University, Kottayam, and the Management regarding all student activities.
- All student activities comply with the vision and mission of the institution and violation of any kind will not be encouraged.
- The institution promotes an inclusive policy in all student activities.
- The Head of the Institution will be patron of all associations, clubs and forums; staff coordinators are appointed by the Principal to coordinate and guide students.
- Any kind of complaint can be brought to the attention of the Principal and necessary steps will be taken in consultation with the bodies appointed for the same.
- Students are obliged to abide by the code of conduct expected of them which is detailed in the College Handbook.
- Prior consent of the Principal is mandatory for the organization for any activity.

STUDENTS' GRIEVANCE REDRESSAL

The Students' Grievance Redressal Committee is a statutory committee to deal with the grievances and complaints lodged by the students and to arrive at inferences for recommending remedial measures. "Grievance" means, and includes, complaint(s) made by an aggrieved student in respect of admission, violation of any law, examinations, discrimination, harassment etc. The institution provides adequate platforms for the stakeholders to lodge their grievances.

In addition to this, each Department has an Internal Examination Grievance Redressal Committee to address all grievances relating to the internal assessment of the students. The college level Internal Examination Grievance Redressal Committee comprises of the Principal as Chairman, College Coordinator, HoD of the Department concerned and Department Coordinator as members.

Objectives

- Examine the issues and the complaints raised by the students with respect to matters like admission, harassment, victimization, unfriendly treatment or any other grievances which annoy the student in any way.
- Provide opportunities to redress the grievances of students.
- Collect and inspect the complaints/ grievances/ suggestions made by the students on academic/administrative/infrastructural/any other matters and deposited in the Complaints/ Suggestion Box or received by the Principal or the Convener of the Committee.

Procedure

- In considering the grievances before it, the SGRC shall follow principles of natural justice.
- On receiving a written grievance, the Committee will examine the matter and conduct an enquiry into the matter.
- The SGRC shall send its report with recommendations, if any, to the Principal within a period of 10 days from the date of receipt of the complaint.
- The committee will recommend appropriate measures for the redressal of the grievances to the Principal.
- The recommendations made by the committee will be discussed at the meeting of the Staff Council to take appropriate measures.

Term

Term of the members and the special invitee shall be two years.

Members

Chairperson: Principal of the College

Three senior faculty

A representative from among students of the college to be nominated by the Principal based on academic merit/excellence in sports/performance in cocurricular activities.